

**CHILD CARE CENTER CACFP COMPLIANCE  
SELF-EVALUATION CHECKLIST**

(As of December 2, 2005)

Month of: \_\_\_\_\_

Year: \_\_\_\_\_

Institution: \_\_\_\_\_

Facility: \_\_\_\_\_

Completion of this checklist is optional. It is to your advantage to regularly complete a checklist to ensure program compliance and reduce or eliminate findings and/or over claims as the result of Program Evaluations. Items marked with an asterisk are best practice suggestions; they are not required.

**Enrollment Records:**

1. ☐ There is a current and/or updated child care enrollment form for each child whose meals are claimed for reimbursement.
2. ☐ Each enrollment form contains all CACFP required information:
  - ☐ Name of child
  - ☐ Date of birth
  - ☐ When day care began
  - ☐ Parent's signature
  - ☐ Normal days and times child is in care
  - ☐ Normal meals received by the child while in care

**Attendance Records:**

3. ☐ Attendance records are complete and are on file for all children attending the center each day.
4. ☐ Attendance records are recorded separately from meal counts.
5. ☐ A master list of enrolled children in attendance is on file (preferably alphabetized by last name). Master list includes children's benefit categories and enrollment dates.

**Civil Rights**

6. ☐ This facility provides access to its programs to all children regardless of race, color, national origin, age, sex, or disability.
7. ☐ Age appropriate meals that comply with CACFP meal pattern requirements are served to all children enrolled in the center, including infants unless parents have declined them.
8. ☐ Children have not been discriminated for meals by race, color, national origin, age, sex, or disability.
9. ☐ Civil rights complaints received have been written down and forwarded to USOE, Child Nutrition Programs.
10. ☐ Racial ethnic data are collected and kept on file to meet the annual requirement.
11. ☐ The "Building for the Future" and "And Justice for All" posters are posted in a location visible to parents and the public.
12. ☐ Correspondence that is distributed to parents or the public that talk about food services includes the civil rights statement.
13. ☐ Translation is provided of income eligibility forms, parent letters, and other information to all non-English reading parents of enrolled children and the public when requested.

### **Free and Reduced Price Applications:**

- 14. ☐ There is a current Free and Reduced Price Application or direct certification document on file for each child whose meals are being claimed for reimbursement at free and reduced price rates.
- 15. ☐ Applications are completed by parent or guardian. Any changes made to the original application are initialed and dated by center official or parent/guardian.
- 16. ☐ Free and Reduced Price Applications on file are current and none are expired.
- 17. ☐ Free and Reduced Price Applications are approved with required information.
  - Categorically Eligible:
    - ☐ Name of child/children
    - ☐ Food stamp or FEP or FDPIR case number for EACH child.
    - ☐ Signature of an adult household member.
  - Income Eligible:
    - ☐ Names of all household members.
    - ☐ Current income received by each household member (previous month of application date).
    - ☐ Source of income identified by individual who received it.
    - ☐ Social Security number of adult who signs application OR indication that person does not have one.
    - ☐ Signature of adult household member.
    - ☐ Temporary free approval for 0 incomes are followed-up in 45 days and noted.
  - Foster Child:
    - ☐ Name of child
    - ☐ Child's personal income (funds provided by welfare agency or other sources).
    - ☐ Signature of adult household member.
  - Approving official:
    - ☐ If family is over income or application is not complete, the denied section is completed and checked.
    - ☐ If family qualifies for free or reduced price meals, the approved section is completed and the appropriate benefit category is checked.
    - ☐ Approving official has signed and dated applications the day of approval.
- 18. ☐ Applications are approved with the correct benefit category designated according to the income eligibility guidelines current at the time of approval.
- 19. ☐ \*Current Free and Reduced Price Applications are filed in alphabetical order by child's last name.
- 20. ☐ \*Expired Free and Reduced Price Applications and of those of children no longer in attendance are filed separately from those that are current.

### **Program Eligibility (For Profit Institutions/Facilities Only):**

- 21. ☐ A minimum of 25% of license capacity or 25% of enrolled and attending children are either free or reduced price or paid by Title XX funds (Department of Workforce services).
- 22. ☐ Documentation is available to prove eligibility to claim.

**Menus:**

- 23. ☐ All menu items used to meet CACFP component requirements are creditable according to *Crediting Foods In The Child and Adult Care Food Program* (August 2001 Revision).
- 24. ☐ \*Posted menus match meal production record as to items served.
- 25. ☐ Menus served meet CACFP meal pattern requirements.
- 26. ☐ Substitutions that were made are noted on menu and meal production records.
- 27. ☐ There are medical statements on file for children needing substitutions that do not meet the meal pattern or crediting food requirements.
- 28. ☐ Copies of menus served are filed.

**Meal Production Records for Meals Served to Children One Year of Age and Older:**

- 29. ☐ There is a meal production record completed for each meal type served and claimed for reimbursement.
- 30. ☐ All meal production records contain required information:
  - ☐ Date meal was served
  - ☐ Food items used in menu identified
  - ☐ Meal type identified
  - ☐ Serving sizes served identified on menu
  - ☐ Planned records complete
  - ☐ Purchase units identified correctly (as purchased)
  - ☐ Substitutions noted correctly
  - ☐ Leftovers to be used another day noted
  - ☐ Leftover used from another day noted
  - ☐ "Actual records" of food prepared are complete, realistic compared to actual and show sufficient components served
- 31. ☐ CN labels or manufacturer statements are on file for commercially prepared meat/meat alternates or other commercially prepared components served this month.
- 32. ☐ Completed meal production records are filed.
- 33. ☐ If contracting for meal service, contract and daily transport sheets indicating food components and serving sizes for contracted meal service are filed.

**Meal Production Records for Meals Served to Infants Birth Through 11 Months:**

- 34. ☐ N/A Center does not enroll infants.
- 35. ☐ There is a daily, dated meal production record completed for each infant in attendance.
- 36. ☐ All infant meal production records contain required information:
  - ☐ Date
  - ☐ Name of infant
  - ☐ Birth date and age of infant
  - ☐ Brand of formula fed identified
  - ☐ Indication that infant is breast fed
  - ☐ Times meals served noted
  - ☐ Foods fed and serving sizes noted
- 37. ☐ All food items served to meet CACFP component requirements are creditable according to the Infant Crediting Foods Guide.
- 38. ☐ Foods served meet the CACFP infant meal pattern requirements.
- 39. ☐ Waivers (USOE form) are on file for any infant(s) whose parent(s) choose to provide their own formula or meals.

### **Point of Service Meal Counts:**

- 40. ☐ Meal counts are taken and recorded by hand, for each child, at “the point of service.”
- 41. ☐ Benefit categories for each participant are kept confidential.
- 42. ☐ Computer software meal counts are used as an edit check only and are not used as point of service meal counts to compile monthly claim for reimbursement.
- 43. ☐ The same child/children are not counted in two different classrooms.
- 44. ☐ Meals for absent children are not claimed for reimbursement.
- 45. ☐ Manual point of service meal counts are filed.

### **CACFP Food Service Records:**

- 46. ☐ Food receipts and/or invoices of purchases made match menus served.
- 47. ☐ Food receipts and/or invoices are dated, itemized and printed with the name of the store/vendor.
- 48. ☐ Receipts for program non-food items (food service paper products and cleaning supplies) are dated, itemized and printed with the name of the store/vendor.
- 49. ☐ There are records available of labor expenses incurred which are directly attributed to the Program (e.g., cook, hours that teachers assist during the meal service, administrative labor for paperwork, etc.).
- 50. ☐ Program expenses are tracked with a ledger.
- 51. ☐ Expense ledger is filed.
- 52. ☐ Non-profit food service status is maintained.

### **Claim Consolidation**

- 53. ☐ Daily meal count totals do not exceed license capacity (unless providing shift care).
- 54. ☐ Total number of meals claimed do not exceed total enrollment X operating days X approved meal types.
- 55. ☐ Meals claimed for reimbursement do not exceed 2 meals and 1 snack or 2 snacks and one meal per child, each day.
- 56. ☐ Edit checks and internal controls are in place to ensure daily meal counts are accurate.
- 57. ☐ Only approved sites are claimed for reimbursement.
- 58. ☐ Claim for reimbursement is completed correctly and faxed or mailed to USOE.
- 59. ☐ Copy of monthly claim for reimbursement is filed.

### **License Compliance**

- 60. ☐ Facility has not gone over license capacity, at any time.
- 61. ☐ License is current, posted and a copy has been provided to USOE.
- 62. ☐ If license exempt, self-certification checklist is completed and filed.

### **Health, Safety and Sanitation**

- 63. ☐ The refrigerator(s) are clean and free of odors.
- 64. ☐ Thermometers are present in food storage areas and show appropriate temperatures are maintained to ensure food safety:
  - ☐ Dry storage 70 degrees or below
  - ☐ Refrigerator 41 degrees or below
  - ☐ Freezer 0 degrees or below
- 65. ☐ Food is properly stored (raw foods stored below ready-to-eat foods, tightly covered and dated) in refrigeration and dry storage areas.
- 66. ☐ Food is stored at least 6 inches off the floor.
- 67. ☐ Cleaning supplies and other toxic materials are safely stored out of reach of children and away from food.
- 68. ☐ There are no obvious fire, health and/or safety hazards in the facility.
- 69. ☐ Food service is conducted in compliance with generally accepted health and sanitation practices.

### **Training:**

- 70. ☐ New employees (key staff) hired are trained in CACFP key topics before participating in food service and documentation is filed.
- 71. ☐ New director's, cooks and board members have attended required New Center/Employee USOE training and training certificate is filed.
- 72. ☐ Annual required training is documented with agenda, including date, key topics and staff signatures.

### **Women, Infants and Children (WIC) Information:**

- 73. ☐ The WIC flyer is posted in a location visible to parents or was distributed to parents with enrollment packet.

### **Drug Free Workplace Policy:**

- 74. ☐ This facility makes a good faith effort to maintain a drug-free workplace.
- 75. ☐ There is an on-going employee training/awareness program on drug-free workplace.
- 76. ☐ The institution/facility has notified the USOE, Child Nutrition Programs, of any employee convicted of a drug violation in the workplace.

### **Monitoring (Sponsor's only)**

- 77. ☐ Monitoring reviews to meet the three required per year have been completed, documented and filed.
- 78. ☐ Follow-up and corrective action due has been completed, documented and filed.

### Other Documents on File

79. ☐ The following are available and kept on file:
- ☐ Agreement (**kept permanently**)
  - ☐ Application
  - ☐ Institution Management Plan and Budget, including any updates or amendments
  - ☐ Facility Application and Management Plan
  - ☐ Free/Reduced Price Policy Statement (**kept permanently**)
  - ☐ Media Release (new institutions)
  - ☐ If a non-profit organization, IRS 501©(3) and bylaws and/or Articles of Incorporation (**kept permanently**)
  - ☐ Food Service Contracts, if applicable
  - ☐ State Agency manuals, Bulletins/Memos and contents implemented.
80. ☐ All CACFP Program documents are maintained on file for three years plus the current year, except those that are kept permanently as indicated above.

*For more detailed information on individual checklist items, refer to your training packets, administrative manuals or call your assigned specialist.*

\_\_\_\_\_  
**Signature and Title of Person Completing Checklist**

*(Required only if completing as part of corrective action)*

\_\_\_\_\_  
**Date**

Utah Child Nutrition Programs does not guarantee that completion of this general management tool will result in no findings and/or over claims during Program Evaluations, nor does it guarantee that the checklist is comprehensive. Revisions to this tool may be necessary as regulations change.

Approved 11-28-05